

LBO ABRS webpage: www.lbo.ms.gov

NOTE: If multiple users need to use ABRS for separate budgets, you can install the ABRS program on as many computers as needed. See the ABRS User's Manual for further help on setting up ABRS for multiple users to access the same data files.

1. Click on the link "Download and Install ABRS2016." (There is a new version of ABRS each year).

NOTE: Some web browsers will allow you to Run the ABRS install program directly from the ABRS website. Other browsers will only allow you to download the ABRS install program ("abrs2016_install.exe") to your local computer. Follow the directions of your browser (usually in the status bar at the bottom of your browser window) to locate and start the ABRS install program from the download location .

NOTE: If your system/network administrator has disabled the ability to download executable (.exe) files from the internet, then your administrator will need to SAVE the install program ("abrs2016_install.exe") to your computer with a different 3-letter extension, for example ".eee". After the file has been saved locally with the ".eee" extension, locate that file and rename it back to the ".exe" extension, and then run the install file.*

NOTE: You may be asked by Windows or your anti-virus/firewall software if you want to run this program from the web. ALL LBO download files are virus-free and safe to run. If Windows SmartScreen displays a warning saying the install file is not commonly downloaded, click on Actions, and then select "Run Anyway."

2. When the ABRS install program starts, in the *Welcome To ...* window, click *Next*. In the *Setup* window, verify that the destination location for the ABRS program is "C:\ABRS2016\". (Or, click *Browse* to locate an alternate drive and folder; for example a network location.) Click *Next*.
3. Continue clicking the *Next* buttons, accepting the default options, until you get to the screen with the *Install* button. Verify the installation options and then click *Install*. When the installation is complete, click *Finish*.
4. The ABRS install program will create an icon for ABRS on your Windows Desktop, and in a folder named "Automated Budget Request System" in the Windows *Start, Programs* menu.

"File Access" Errors when starting ABRS

If you get errors when starting ABRS that say "File Access denied" or "Cannot open the Cursor", this means you have installed the ABRS program and data into a folder that has limited rights and cannot edit the ABRS data files. Your network/system administrator will need to give you "Administrator" level rights ("Full Control") in the folder on the Local Drive C: where ABRS is stalled.

Inporting ABRSFees Data into ABRs

1. Follow the directions on the Rollover screen in the ABRs program (*Setup, Rollover Previous FY*), doing both steps in the order listed on that screen.
2. In Step 1 of the Rollover, ABRs imports all your prior year items for all major objects, program budget names, etc (resetting all number values to zero).
3. In Step 2, ABRs imports your ABRSFees contractual fees data items, preserving all the numbers that you entered in the ABRSFees program.

NOTE: If for any reason you have to start your budget over in ABRs and have to do the Rollover again, be sure to do both steps.

If you have any other problems or questions related to the download or install of ABRs, please send an email to khaynes@lbo.ms.gov.